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**New Orleans Family Justice Center**

***Playland Advocate***

**Job Description**

The New Orleans Family Justice Center is a nationally recognized, dynamic collaborative

organization dedicated to providing immediate, effective and comprehensive services to

survivors of domestic violence, sexual assault and stalking.

**Job Summary:**

The Playland Advocate serves as the point of contact in the Playland children’s area, and whose primary function is to engage with children while their parent or guardian is receiving services. The qualified candidate should be dedicated to ensuring a safe and enriching environment for children ages 2-17 in Playland. Some basic understanding of the ways in which trauma manifests in children and ways to handle traumatized children is preferred.

**Specific Responsibilities Include:**

* Open Playland first thing in the morning (cleaning up from night before, setting up sign-in sheet, setting up activities and snacks for the day etc…)
* Greet parents and children warmly as they enter Playland.
* Ensure that parents sign children in and answer any questions they have about Playland.
* Be sure to note any information from parents such as food allergies, sicknesses, or behavioral issues.
* Engage with child and help him or her get acclimated to Playland.
* Make snacks and activities available to children throughout their time in Playland.
* Be creative with activities with children in Play land, and host events for children throughout the year including but not limited to holidays such as Easter, Halloween, Christmas Parties and etc.
* Maintain the supplies and inventory on snacks, also responsible for placing order with Frontline Supervisor.
* Clean, sanitize, and organize play areas regularly.
* Following training and direction of the Frontline Supervisor, conduct any observations. and/or assessments of children during their time in Playland.
* Enter child and visit data into Empower as instructed by the Frontline Supervisor.
* Maintain strict confidentiality of adult and child clients.
* Respond in a timely manner to requests from Frontline Supervisor.
* Attends pertinent meetings and trainings as requested.
* Completes 40 hours of domestic violence training/sexual assault

training provided by the NOFJC in the first year of employment.

* Completes 30 hours of ongoing training each year of domestic violence and sexual assault after the first full year of employment.
* Works as a team member with the other collaborative partners at the NOFJC.
* Willing to fill in other areas of the Frontline Department.
* Performs other job-related duties and responsibilities as deemed necessary or requested upon.

**Minimum Requirements:**

Associate’s Degree preferred and one year previous experience working with children. Must be able to communicate effectively and respectfully with people from diverse cultures and backgrounds.

**Preferred Qualifications:**

2-5 years working with children and an interest in serving the mission of the New Orleans Family Justice Center. Understanding of trauma and domestic violence preferred. Candidate should possess outstandingcustomer service skills as well as excellent interpersonal, verbal, and written communication skills. Preferred candidate willbe organized, efficient, and willing to learn computer database program. Should be comfortable working in a high energy work environment.

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**Reporting Relationship:**Frontline Supervisor, New Orleans Family Justice Center

**Salary Range: $30k to 34k**